



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

POLICE OFFICER - TRAINEE

\$1,616.04 – \$1,964.3/bi-weekly

Currently 1 position open

Final Filing Date: June 27, 2014, by 5:00 p.m.

This is a promotional and open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply.

Position: The Police Officer-Trainee position is an entry level position which will provide the trainee with the skills to perform a variety of duties in the enforcement of laws and the prevention of crimes; control traffic flow and enforce State and local traffic regulations; and perform a variety of technical and administrative tasks in support of the Police Department. Training will include attendance at a California POST Basic Academy. **Upon successful completion of the training and the academy, the trainee will advance to the level of Police Officer (\$2,267.45 - \$2,756.31/bi-weekly).**

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Education and Experience: High School graduation, General Education Development Test, or attainment of a two-year or four-year degree from an accredited college or university. (Gov't Code section 1031 (e))

Physical and Other Requirements: Applicant must be at least 21 years of age at time of appointment. Must possess the strength and physical ability necessary to perform the essential functions of the position; must be willing to be fingerprinted.

Requirement: Applicant must pass a written exam with a T-Score of 46+, which is valid for 1yr. from the date taken and a physical agility, which is valid for 6 months from the date taken from South Bay Regional Public Safety Training Consortium. **A certificate of successful completion must be submitted with employment application.**

Citizenship: California Government Code 1031 (a) requires that police officers be citizens of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Examples of Duties: Responsibilities and duties may include, but are not limited to, the following: patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security; respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents; enforce traffic laws and ordinances; issue warnings and citations; direct traffic at fires, special events, and other emergency or congested situations; conduct traffic accident analyses and general traffic surveys; conduct investigations of serious injury and fatal traffic accidents; contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime prevention; prepare reports of arrests made, activities performed and unusual incidents observed; secure statements from witnesses; assist in the investigation of crimes as assigned; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court; serve warrants and subpoenas; remain current on laws and procedures required for processing warrants.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 x 24. Applications must be received in the Human Resources division Office by 5:00pm on, June 27, 2014. May download application: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

Selection Process: The selection process will require the following: application appraisal and oral interview. The Oral Interview is weighted 100%. Candidates achieving a passing score will be placed on an eligibility list. Candidates will be drawn from this list and must submit to and pass a background investigation including a polygraph examination. Candidates receiving a conditional job offer must complete and pass a psychological evaluation and pre-employment physical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the post-offer examinations have been completed and passed. The medical records shall be maintained in a confidential manner.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

About The City of Hollister: The City of Hollister sits in northern San Benito County only 47 miles from the San Jose metropolitan area, 39 miles east of the Monterey Peninsula, and 90 miles south of San Francisco. The region still retains the agricultural and cattle ranching ambiance which is its heritage. Located just south of the Santa Clara Valley, the City is 13 miles from Highway 101. Hollister's growth may reach 38,000 by the year 2010. Protected from coastal fog and valley heat by surrounding mountain ranges, Hollister has a pleasantly moderate, sunny climate year-round. Daytime temperatures average 72.1 degrees in July and 59.9 degrees in January.

The Hollister Police Department consists of 25 sworn positions and 10 civilian positions. It is housed in a modern, state of the art, 25,000 square foot structure. The physical plant has a five point, 25 yard, indoor firearms range, a F.A.T.S. training room, a well equipped physical fitness room, classrooms with both satellite and interactive computer based training equipment, interview rooms, report writing rooms and briefing rooms. Officers are offered a variety of challenging activities within the department, including a Field Training Officer Program with skills pay, Investigations skills pay, and a Reserve Police Officer Program. Currently patrol officers work a modified 12 hour shift. All of this makes the Hollister Police Department an excellent place to work and learn the law enforcement profession.

Medical/Dental/Vision Health Insurance:

The City currently contributes towards medical, dental

and vision insurance plans an amount equal to the employee-only premium based on the higher premium of either PEMHCA's PERS Choice or Blue Cross HMO in accordance with the City's IRS Code Section 125 Flexible Benefits/Cafeteria Plan. City contributes specified amounts for dependent health coverage.

Retirement: The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder (upon commissioning as Police Officer).

Uniform Allowance: City will provide uniforms for the Academy.

Vacation Leave: 10 days per year, increase to 15 days per year after 3 years, increase to 20 days after 7 years, increase to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash payout of accumulated sick leave upon retirement with then years of service or more.

Holiday Pay: Twelve and a half paid holidays per year.

Bilingual Pay: City pays \$125 per month.

Deferred Compensation: Optional Voluntary 457 Plan available.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums & dependent care expenses.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), and credit union privileges.

(It is suggested that applicants review benefit package for Police Officer to better understand the salary and benefits the applicant would be receiving once having advanced from this trainee position to the position of Police Officer.)

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: 2014

